



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, February 20, 2024

Conference Room 14

Oath of Office: The Oath of Office was administered to new trustee Sarah Brugman. The Oath was signed by Trustee Brugman and in witness thereof by President Merrill. It will be filed in the minutes book.

Call to Order: The Emmetsburg Public Library Board of Trustees regular monthly meeting was called to order by President Kathy Merrill at 5:00 p.m. on Tuesday, February 20, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Sarah Brugman, Joe Veltri, Chelsea Rouse, and Joel Hoyman. Vice President Jacob Neff was absent. Library Director Nathan Clark was also present.

Agenda Approval: The agenda prepared by Library Director Clark was posted and distributed in advance of the meeting. Trustee Brown moved to approve the agenda, which was seconded by Trustee Johnson and carried, 6-0.

Trustee Veltri arrived at 5:03

Minutes Approval: The minutes of the January 2024 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the January 2024 meeting. The motion was seconded by Trustee Hoyman and carried, 7-0.

Trustee Rouse arrived at 5:06

Bill Approval: The expenses for the month of January 2024 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of January 2024. The motion was seconded by Trustee Johnson and carried, 8-0.

Public Comment: No members of the public were on hand for the public forum.

Correspondence: No correspondence was presented to the board at the meeting.

Board Committees: ***Finance & Budget Committee:*** Library Director Clark told the trustees that the library's budget request had been accepted as presented, pending the public hearings to be held between now and the budget certification.

Recruitment & Orientation: The committee has not met since the last Board meeting and has no report.

Standards & Accreditation: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark reminded the trustees that the library had been invited to the PACGDC Awards Banquet, which was a good sign that the library would be receiving its *Gaming in Libraries* grant. He confirmed that Trustee Johnson had responded to the request for RSVP as part of the library's group. Others said they will be attending the event on behalf of other organizations.

Clark told the trustees that the library had been awarded a mini grant from the Kossuth Cluster Community Partnership for Protecting Children. The grant request was for \$950 to a partnership between the library and Palo Alto County Extension and Outreach to provide Wellness Activities for Teens and Tweens. He said that the library would use the grant to provide additional afterschool programming on early-out days and during the Summer.

Clark reminded the trustees of the Dr. Seuss quilt raffle and reported that sales so far totaled well over \$500.00. He had additional sets of tickets on hand if trustees needed more to sell.

Clark told the trustees that the ILOC sessions were now available as recordings on the State Library of Iowa website, including the evening keynote featuring Lisa England.

Clark polled the trustees to see who would be attending the Countywide Trustee Training to be held at the Ruthven Public Library Monday, March 4, 2024. A light meal will be served at 6:00 p.m. with the speaker at 6:30 p.m.

With the unseasonably warm weather, the trustees asked about the status of the roof and HVAC for the library. Clark said that he would contact Bob Leifeld about these issues.

Unfinished Business: The policy up for review, the *Reference Services Policy*, was given its second reading. At the last meeting, there was a question about the meaning of "Criss-Cross/City Directory," which Library Director Clark said was probably more plainly stated as "reverse city directory." It was moved by Trustee Brown to make this change of wording and to approve the second reading of the *Reference Services Policy*. The motion was seconded by Trustee Schany and carried, 8-0.

New Business: Library Director Clark offered a non-binding resolution for the approval of the trustees. The resolution was drafted in response to proposed legislation that had been under discussion in the two houses of the Iowa Legislature and concerned library board autonomy and library funding. Trustee Johnson moved to approve the resolution. The motion was seconded by Trustee Rouse and carried, 8-0. The resolution was signed by President Merrill and by Library Director Clark in witness thereof. It will be filed in the resolution book.

The policy up for review, the *Operating Hours Policy* was given its first reading. With the recent adoption of the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook*, revisiting the library's days closed and holidays was warranted. Library Director Clark suggested closing all day on Christmas Eve Day and on the Friday after Thanksgiving and changing the listed

exceptions at the end of the policy to reflect those changes. Trustee Brugman moved to approve the first reading of the *Operating Hours Policy* with the suggested changes. The motion was seconded by Trustee Schany and carried, 7-0, with Trustee Veltri abstaining.

The policy up for review, the *Personnel Hours Policy*, was given its first reading. Review of this policy was also warranted by the recent adoption of the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook*. Library Director Clark suggested changing Christmas Eve Day to a full day paid holiday, making Good Friday a half day paid holiday, and changing all listed exceptions to reflect those changes. Trustee Johnson made a motion to accept the second reading of the *Personnel Hours Policy* with the suggested changes. The motion was seconded by Trustee Hoyman and carried, 7-0 with Trustee Veltri abstaining.

For the board education module, Library Director Clark provided an overview of the OCLC services that the library subscribes to. He gave a brief history of the cooperative and how WorldCat became the world's largest and most authoritative bibliographic database. He demonstrated the Connexion interface that he and others use to download records for library materials to the local catalog. He showed the WebDewey interface that has replaced the print volumes of *Dewey Decimal Classification*. He showed the public interface that everybody could search for library materials, WorldCat.org. He showed how, upon choosing a result from among a list of results, patrons can find a geographically ordered list of nearby libraries holding the item searched, which would include the Emmetsburg Public Library where appropriate. He also showed the library's app, which was made by Capira, which is owned by OCLC.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, March 19, 2024 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Schany moved to adjourn, which was seconded by Trustee Veltri. The motion carried, 8-0. The meeting was adjourned at 5:49 p.m.

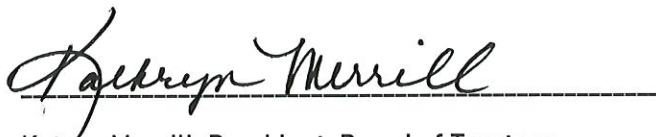
Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Katryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for February 2024

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
2/21/2024	Windstream Iowa Communications	\$138.93	2 Telephone lines + long distance service

Vendor Total:	\$138.93
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Line Item Total:	\$138.93
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
2/22/2024	OCLC, Inc.	\$1,799.65	CapiraReady Mobile App Hosting

Vendor Total:	\$1,799.65
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Line Item Total:	\$1,799.65
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/7/2024	Scientific American	\$39.99	One-year subscription

Vendor Total:	\$39.99
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/4/2024	Horticulture	\$15.00	One-year subscription

Vendor Total:	\$15.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/14/2024	Midwest Living	\$15.00	One-year subscription

Vendor Total:	\$15.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/21/2024	Car and Driver	\$16.05	One-year subscription

Vendor Total:	\$16.05
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/22/2024	Popular Mechanics	\$21.37	One-year subscription

Vendor Total: \$21.37

Line Item Total: \$108.83

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
2/5/2024	Loffler	\$82.50	Toner Contract

Vendor Total: \$82.50

Line Item Total: \$82.50

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
2/7/2024	Demco	\$171.31	Label Protectors
2/26/2024	Demco	\$58.21	Labels

Vendor Total: \$229.52

Line Item Total: \$229.52

001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
2/26/2024	Amazon	\$40.97	Diamond Art Kit

Vendor Total: (Split Vendor Total with Trust Funds-Library Funds)

Line Item Total: \$40.97

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/6/2024	Gale/CENGAGE Learning	\$114.71	Books-Large Type
2/7/2024	Gale/CENGAGE Learning	\$115.46	Books-Large Type
2/7/2024	Gale/CENGAGE Learning	\$223.42	Books-Large Type
2/8/2024	Gale/CENGAGE Learning	\$51.73	Books-Large Type
2/20/2024	Gale/CENGAGE Learning	\$53.23	Books-Large Type
2/21/2024	Gale/CENGAGE Learning	\$61.47	Books-Large Type
2/21/2024	Gale/CENGAGE Learning	\$51.73	Books-Large Type
2/26/2024	Gale/CENGAGE Learning	\$61.49	Books-Large Type

Vendor Total:	\$733.24
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/1/2024	Junior Library Guild	\$141.75	Books-Young Adult/Children's

Vendor Total:	\$141.75
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/8/2024	Blackstone Publishing	\$164.75	Sound recordings-Adult

Vendor Total:	\$164.75
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/31/2024	MicroMarketing LLC	\$8.49	Books-Children's
2/6/2024	MicroMarketing LLC	\$16.14	Books-Children's
2/15/2024	MicroMarketing LLC	\$38.99	Sound recordings-Children's
2/22/2024	MicroMarketing LLC	\$16.14	Sound recordings-Children's
2/28/2024	MicroMarketing LLC	\$42.08	Books-Children's

Vendor Total:	\$121.84
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Line Item Total:	\$1,161.58
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Expenses Total:	\$3,561.98
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Please pay the following claims from our Trust Fund-Library Funds:**167.5901.6608 Trust Fund-Library Funds**

Date	Vendor	Amount	Description
1/10/2024	Richard Hudson	\$800.00	Two Shows: Albert Einstein + Magic Show

Vendor Total:	\$800.00
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Please pay the following claims from our Trust Fund-Library Funds:**167.5901.6608 Trust Fund-Library Funds**

Date	Vendor	Amount	Description
2/7/2024	Baker & Taylor	\$17.10	Books-Adult

2/7/2024	Baker & Taylor	\$34.20	Books-Adult
2/7/2024	Baker & Taylor	\$6.59	Books-Children's
2/7/2024	Baker & Taylor	\$11.99	Books-Young Adult
2/7/2024	Baker & Taylor	\$8.99	Books-Young Adult
2/8/2024	Baker & Taylor	\$10.80	Books-Adult
2/8/2024	Baker & Taylor	\$11.40	Books-Adult
2/8/2024	Baker & Taylor	\$359.03	Books-Adult
2/22/2024	Baker & Taylor	\$15.39	Books-Adult
2/22/2024	Baker & Taylor	\$30.30	Books-Adult
2/22/2024	Baker & Taylor	\$16.53	Books-Adult
2/22/2024	Baker & Taylor	\$14.97	Books-Adult
2/22/2024	Baker & Taylor	\$35.33	Books-Adult
2/22/2024	Baker & Taylor	\$153.53	Books-Adult

Vendor Total: \$726.15

Please pay the following claims from our Trust Fund-Library Funds:

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
2/7/2024	Amazon Capital Services	\$74.12	Books-Young Adult/Adult
2/10/2024	Amazon Capital Services	\$66.13	Books-Adult
2/14/2024	Amazon Capital Services	\$26.13	Books-Adult/Hole Reinforcement Stickers
2/14/2024	Amazon Capital Services	\$261.03	Videorecordings
2/16/2024	Amazon Capital Services	\$42.63	Heat Gun, Mouse Mover, Books-Adult
2/20/2024	Amazon Capital Services	\$82.60	Books-Adult
2/20/2024	Amazon Capital Services	\$24.70	Books-Adult
2/20/2024	Amazon Capital Services	\$42.87	Books-Adult
2/21/2024	Amazon Capital Services	\$317.48	Videorecordings
2/21/2024	Amazon Capital Services	\$33.98	Books-Adult
2/21/2024	Amazon Capital Services	\$30.75	Books-Adult
2/25/2024	Amazon Capital Services	\$147.76	Videorecordings
2/26/2024	Amazon Capital Services	\$67.76	Videorecordings
2/26/2024	Amazon Capital Services	\$75.52	Videorecordings/Books-Adult
2/27/2024	Amazon Capital Services	\$19.95	Videorecordings
3/2/2024	Amazon Capital Services	\$21.94	Videorecordings
3/3/2024	Amazon Capital Services	\$37.75	Videorecordings
		\$1,373.10	

Vendor Total: \$1,414.07 (Includes \$40.97 from Other Supplies)

Trust Funds Total: \$2,940.22

Grand Total: \$6,502.20

Emmetsburg Public Library Petty Cash Fund Expenditures for 2/1/2024-3/2/2024

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
2/16/2024	Nathan R. E. Clark	\$4.62 Postage

Line Item Total: \$4.62

001.4010.6502 Library Materials

Date	Employee Purchasing Amount	Description
2/2/2024	Nathan R. E. Clark	\$2.00 Missed Issues
2/9/2024	Nathan R. E. Clark	\$2.00 Missed Issues
2/16/2024	Nathan R. E. Clark	\$2.00 Missed Issues
2/27/2024	Nathan R. E. Clark	\$2.00 Missed Issues
3/2/2024	Nathan R. E. Clark	\$2.00 Missed Issues

Line Item Total: \$10.00

001.4010.6507 Operating Supplies

Date	Employee Purchasing Amount	Description
2/9/2024	Nathan R. E. Clark	\$5.76 Distilled Water
2/27/2024	Nathan R. E. Clark	\$5.76 Distilled Water

Line Item Total: \$11.52

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
2/7/2024	Kari Gramowski	\$19.25 Storytime Kit
2/13/2024	Kari Gramowski	\$10.70 Program snacks
2/14/2024	Kari Gramowski	\$23.22 Program snacks

Line Item Total: \$53.17

Petty Cash Total: \$79.31